

KIM REYNOLDS
GOVERNOR

RODNEY A. ROBERTS, DIRECTOR

ADAM GREGG
LT. GOVERNOR

Instructions to Request a Certificate of Free Sale

Certificates of Free Sale are certificates (not pertaining to a particular production lot or export consignment) that indicate that the particular product(s) is marketed in the United States or eligible for export.

1. Food manufacturers must be licensed with the Iowa Department of Inspections & Appeals (DIA). Certificates issued only for products regulated or inspected by DIA Food & Consumer Safety Bureau.
2. **Payment processing is required before issuance of Certificates of Free Sale.**
 - Use the following link to submit request using credit card payment:
https://stateofiowa.seamlessdocs.com/f/coffs_request_form
 - Use the following link to complete fillable request form using check/money order payment to *Iowa Department of Inspections & Appeals*: [CofFS request form](#)
3. Submit one order request form per identical certificate request, regardless of the number of certificates needed.
4. Fees are as follows:
 - \$35 for first English certificate
 - \$35 for first Spanish certificate
 - \$10 for each additional identical certificate
5. Timeline is 5 to 10 business days for completion.
6. Certificates mailed via U.S. Mail. If wishing express mailing, a shipping label is required.

If any questions, please contact Mary Montgomery @ 515-281-5796 or email at exportcert@dia.iowa.gov